

LOGGED

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Transactional Task Force

FROM:

EXA/DDA  
7D24 Hqs

EXTENSION

NO.

DDA 88-2625

DATE

22 December 1988

TO: (Officer designation, room  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

AO/DCI

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is a spreadsheet  
with two items from the  
Transactional Task Force left to  
me by [redacted] They are tickled  
for a January deadline. Could  
you please advise me of what  
has transpired on this.

Thanks.

DD/A REGISTRY  
FILE: 2

ORIG: EXA/DDA: [redacted]

Distribution:

Original - Addressee w/att

1 - DDA Subject w/att

1 - DDA Chrono w/att

1 - EXA Chrono w/att

1 - Task Force File w/att

DD/A REGISTRY

FILE: 01M-33

<u>OFFICE</u>	<u>ISSUE</u>	<u>REQ COORD</u> <u>WITH</u>	<u>TIME FRAME FOR COMPLETION</u>				
			<u>MAY - JULY</u>	<u>AUG - OCT</u>	<u>NOV - JAN</u>	<u>FEB - APR</u>	
<u>DCI</u>	- Reduce the amount of formality required (memorandum and approvals) to pay minimal expenses for activities such as conferences and symposiums. Suggestion: Have a limited dollar amount delegated by the Executive Director to cover representational expenses or authorize an office to provide refreshments to visiting dignitaries [ ]				X		STAT
	- Increase the amount authorized under [ ] for official reception and representation expenses from \$100 to \$200.				X		STAT